



**Part VI, Section A:
Distribution of Program
Recipients and Expenditures
by Type of Student (cont'd)**

- ♦ A school reports the distribution of its campus-based aid recipients by type of student: (1) undergraduate dependent, (2) undergraduate independent, and (3) graduate/professional.

36

- If a student falls into more than one category, the student should be reported in the category in which he or she was enrolled during the final term of the previous year, or the final month of the program for schools with a non-traditional calendar.
- Column G, "Unduplicated Recipients," is an unduplicated count of students in each income category.

b. Section B: Calculating Administrative Cost Allowance (ACA)



**Part VI, Section B:
Calculating Administrative
Cost Allowance (ACA)**

Completed by a school claiming an administrative cost allowance (ACA).

- ♦ The amount of ACA claimed is calculated on the basis of a school's total campus-based program expenditures.
- ♦ A school may claim varying percentages of its expenditures as ACA according to the total amount of its program expenditures.

37



Part VI, Section B: Calculating ACA (cont'd)

- ◆ ACA may be charged against:
 - ▲ cash on hand in a school's Federal Perkins Loan Fund, if the school made Federal Perkins Loans to students during the award year,
 - ▲ a school's FSEOG allocation, if the school disbursed FSEOG awards to students during the award year, *or*
 - ▲ a school's FWS allocation, if the school paid FWS wages to students during the award year.

38



Part VI, Section B: Calculating ACA (cont'd)

- ◆ The total of all ACA for all campus-based programs may be charged to one or any combination of programs the school chooses.
 - ▲ Exception: ACA cannot be charged against Federal Perkins or FWS funds if the school only transfers these funds to another campus-based program.

39

TIPS FOR AVOIDING FISAP REPORTING ERRORS

TIP #1. Before reporting program expenditures on the FISAP, verify and reconcile amounts between the financial aid office and the business office.

- ◆ FISAP expenditures for a program where no funds were carried forward or carried back should equal the GAPS drawdown amount for that program's award.
- ◆ Unexpended amounts reported on the FISAP will result in the school's award(s) being reduced in GAPS by the unexpended amounts.
- ◆ To avoid getting negative balances in GAPS for an award and having to reinstate awards, the expenditures and unexpended balances should be verified with the business office.

TIP #2. In any given school year, first use existing Federal Perkins Loan revolving fund cash on hand for making loans to students.

- ◆ If additional cash is needed to make further Federal Perkins Loans, the cash should be drawn down from the school's Federal Perkins Loan award in GAPS.
- ◆ Funds that are not drawn down and used for the school year will result in the school's award being reduced in GAPS by the amount reported on the FISAP as not drawn down.

TIP #3. Distribute campus-based program awards for use as administrative cost allowance (ACA) as well as aid to students.

- ◆ Funding for ACA comes out of the school's campus-based awards.
- ◆ ED does not make a separate payment to reimburse schools for ACA.

TIP #4. Be aware that Section A of Part III: Federal Perkins Loan Program is a balance sheet and income statement combined.

- ◆ Total debits always equal total credits in this section because the income lines can be rolled into the balance sheet as retained earnings.

TIP #5. Remember that when a school transfers funds from one program to another, the individual program award authorizations are not changed.

- ◆ If part of the federal capital contribution (FCC) is being transferred to FSEOG, a school will draw money down from the FCC account to make FSEOG payments to students.
- ◆ For these program transfers, the school gives students aid for one campus-based program using money drawn down from another program.

TIP #6. Be familiar with how ED manages Federal Perkins Loan teacher cancellation payments.

- ◆ The cancellation payments are made once each year around July for borrowers engaged in a number of activities that are specified in the Federal Perkins Loan Program regulations (34 CFR 674, Subpart D).
- ◆ The payments include interest that was prevented from accruing during the specific award period.
- ◆ ED automatically deposits the payments in the school's bank account as specified in GAPS.

FEDERAL PERKINS LOAN TEACHER CANCELLATION PAYMENTS

Loans made prior to July 1, 1972

- ◆ ED reimburses school with school's portion of principal and interest on canceled loans.
- ◆ School reports this information in Section A, Field 27 of the FISAP for the award period being reimbursed. This includes any adjustments made to prior-year reports.
- ◆ This portion of the reimbursement belongs to the school and may be used in any way.

Loans made on or after July 1, 1972 or July 23, 1992, as applicable

- ◆ ED reimburses school with both the federal and school portion of principal and interest on canceled loans.
- ◆ School reports this information in Section A, Fields 28 through 34 of the FISAP for the specific award period, including any adjustments to prior-year reports.
- ◆ This portion of the reimbursement must be deposited into the school's Federal Perkins Loan fund and included in the school's loan activity. However, it should not be considered as an addition to the school's FCC account.
- ◆ The federal capital contribution (FCC) /institutional capital contribution (ICC) ratio is not altered by this reimbursement.
- ◆ This portion of the reimbursement must be included in Part III, Section A of the FISAP during the next award year.

FISCAL OPERATIONS REPORT, PART III

NAME OF INSTITUTION: _____ DUNS # _____

STATE: _____

PART III. FEDERAL PERKINS LOAN PROGRAM, SECTION A - FISCAL REPORT (CUMULATIVE) AS OF JUNE 30, 1999

FIELD	ITEM	(A)	NO OF BORROWERS (B)	DEBIT BALANCES (C)	CREDIT BALANCES (D)
1.1	CASH ON HAND AND IN DEPOSITORY AS OF 6/30/1999			\$ _____	
1.2	CASH ON HAND AND IN DEPOSITORY AS OF 10/31/1999	\$ _____			
2	FUNDS RECEIVABLE FROM FEDERAL GOVERNMENT			\$ _____	
3	FUNDS RECEIVABLE FROM INSTITUTION			\$ _____	
4	FUNDS ADVANCED TO STUDENTS			\$ _____	
5	LOAN PRINCIPAL COLLECTED		_____		\$ _____
6	LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE UNITED STATES		_____		\$ _____
7	TOTAL LOAN PRINCIPAL CANCELED ON LOANS MADE PRIOR TO 07/01/1972 FOR TEACHING/MILITARY SERVICE		_____		\$ _____
8	LOAN PRINCIPAL CANCELED FOR CERTAIN SUBJECT MATTER TEACHING SERVICE MATH, SCIENCE, FOREIGN LANGUAGES, BILINGUAL EDUCATION)		_____		\$ _____
9	LOAN PRINCIPAL CANCELED FOR ALL OTHER AUTHORIZED TEACHING SERVICE		_____		\$ _____
10	LOAN PRINCIPAL CANCELED FOR MILITARY SERVICE ON LOANS MADE 07/01/1972 AND AFTER		_____		\$ _____
11	LOAN PRINCIPAL CANCELED FOR VOLUNTEER SERVICE		_____		\$ _____
12	LOAN PRINCIPAL CANCELED FOR LAW ENFORCEMENT AND CORRECTIONS OFFICER SERVICE		_____		\$ _____
13	LOAN PRINCIPAL CANCELED FOR CHILD/FAMILY/EARLY INTERVENTION SERVICE		_____		\$ _____
14	LOAN PRINCIPAL CANCELED FOR NURSE/MEDICAL TECHNICIAN SERVICE		_____		\$ _____
15	LOAN PRINCIPAL CANCELED - DEATH/DISABILITY		_____		\$ _____
16	LOAN PRINCIPAL CANCELED - BANKRUPTCY		_____		\$ _____
17	LOAN PRINCIPAL CANCELED FOR LOANS DISCHARGED DUE TO CLOSED SCHOOLS		_____		\$ _____
18	LOAN PRINCIPAL ADJUSTMENTS - OTHER		_____		\$ _____
19	FEDERAL CAPITAL CONTRIBUTIONS				\$ _____
20	REPAYMENTS OF FUND CAPITAL TO FEDERAL GOVERNMENT			\$ _____	
21	INSTITUTIONAL CAPITAL CONTRIBUTIONS				\$ _____
22	REPAYMENTS OF FUND CAPITAL TO INSTITUTION			\$ _____	
23	INTEREST INCOME ON LOANS				\$ _____
24	OTHER INCOME				\$ _____
25	REIMBURSEMENTS TO THE FUND OF AMOUNTS CANCELED ON LOANS MADE 07/01/1972 AND AFTER				\$ _____
26.1	ADMINISTRATIVE COST ALLOWANCE	\$ _____			
26.2	COLLECTION COSTS	\$ _____			
26.3	ADMINISTRATIVE COST ALLOWANCE AND COLLECTION COSTS (CONTROL)			\$ _____	
27	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR TEACHING/MILITARY SERVICE ON LOANS MADE PRIOR TO 07/01/1972			\$ _____	
28	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR CERTAIN SUBJECT MATTER TEACHING SERVICE (MATH, SCIENCE, FOREIGN LANGUAGES, BILINGUAL EDUCATION)			\$ _____	
29	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR ALL OTHER AUTHORIZED TEACHING SERVICE ON LOANS MADE 07/01/1972 AND AFTER			\$ _____	
30	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR MILITARY SERVICE ON LOANS MADE 07/01/1972 AND AFTER			\$ _____	
31	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR VOLUNTEER SERVICE IN THE PEACE CORPS OR UNDER THE DOMESTIC VOLUNTEER SERVICE ACT OF 1973			\$ _____	
32	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR LAW ENFORCEMENT AND CORRECTIONS OFFICER SERVICE			\$ _____	
33	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR CHILD/FAMILY/EARLY INTERVENTION SERVICE			\$ _____	
34	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR NURSE/MEDICAL TECHNICIAN SERVICE			\$ _____	
35	COST OF LOAN PRINCIPAL AND INTEREST CANCELED BECAUSE OF DEATH/DISABILITY			\$ _____	
36	COST OF LOAN PRINCIPAL AND INTEREST CANCELED BECAUSE OF BANKRUPTCY			\$ _____	
37	COST OF LOAN PRINCIPAL AND INTEREST ASSIGNED TO AND ACCEPTED BY THE UNITED STATES			\$ _____	
38	COST OF LOAN PRINCIPAL AND INTEREST CANCELED FOR LOANS DISCHARGED DUE TO CLOSED SCHOOLS			\$ _____	
39	OTHER COSTS OR LOSSES			\$ _____	
40	TOTAL DEBITS AND CREDITS (SUM OF FIELDS 1 THROUGH 39)			\$ _____	\$ _____

FISCAL OPERATIONS REPORT, PART III

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

SECTION B. FUND ACTIVITY (ANNUAL) DURING THE 1998-1999 AWARD YEAR (JULY 1, 1998 THROUGH JUNE 30, 1999)

	AMOUNT
1. FINAL ADJUSTED FEDERAL CAPITAL CONTRIBUTION (FCC) AUTHORIZATION	\$ _____
2. FCC TRANSFERRED TO:	
a. FSEOG	\$ _____
b. FWS	\$ _____
3. AMOUNT OF ADJUSTED AUTHORIZED FEDERAL CAPITAL CONTRIBUTION FOR AWARD YEAR 1998-1999 NOT REQUESTED FROM GAPS BY JUNE 30, 1999 (YOUR AWARD WILL BE REDUCED BY THIS AMOUNT NEXT SPRING. SEE INSTRUCTIONS)	\$ _____
4. INSTITUTIONAL CAPITAL CONTRIBUTION (ICC) DEPOSITED INTO THE LOAN FUND BETWEEN JULY 1, 1998 AND JUNE 30, 1999.	\$ _____
5. LOANS ADVANCED TO STUDENTS FROM THE LOAN FUND DURING THE 1998-1999 AWARD YEAR (MINUS 1998-1999 AWARD YEAR REFUNDS)	\$ _____
6. ADMINISTRATIVE COST ALLOWANCE CLAIMED FOR THE 1998-1999 AWARD YEAR (SEE INSTRUCTIONS)	\$ _____

	NUMBER OF BORROWERS (A)	AMOUNT (B)
7. TOTAL PRINCIPAL AND INTEREST REPAYED BY BORROWERS FROM ALL SOURCES DURING THE 1998-1999 AWARD YEAR	_____	\$ _____
8. IF YOUR INSTITUTION HAS A LOAN OFFICER RESPONSIBLE FOR ADMINISTERING FEDERAL PERKINS LOAN PROGRAM COLLECTIONS (OTHER THAN THE FINANCIAL AID ADMINISTRATOR OR CHIEF FISCAL OFFICER IDENTIFIED IN PART I, SECTION B), PROVIDE THE FOLLOWING INFORMATION:		

NAME: _____
TITLE: _____
TELEPHONE NUMBER: () _____
(INCLUDING AREA CODE)

FISCAL OPERATIONS REPORT, PART III

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

SECTION C - CUMULATIVE REPAYMENT INFORMATION AS OF JUNE 30, 1999

STATUS OF BORROWERS AS OF JUNE 30, 1999	NUMBER OF BORROWERS	AMOUNT LENT	PRINCIPAL AMOUNT OUTSTANDING
(A)	(B)	(C)	(D)
1.1 BORROWERS WHOSE LOANS ARE FULLY RETIRED	_____	_____	_____
1.2 LOANS THAT HAVE BEEN PURCHASED \$ _____	_____	_____	_____
2. BORROWERS WHOSE LOANS WERE ASSIGNED TO AND OFFICIALLY ACCEPTED BY THE DEPARTMENT OF EDUCATION AS OF JUNE 30, 1999	_____	_____	_____
3 TOTAL BORROWERS NOT IN REPAYMENT STATUS	_____	_____	_____
4. BORROWERS ON SCHEDULE IN REPAYMENT STATUS	_____	_____	_____
5.1 IN DEFAULT LESS THAN 240 DAYS (MONTHLY INSTALL- MENTS) OR LESS THAN 270 DAYS (OTHER INSTALLMENTS)	_____	_____	_____
5.2 IN DEFAULT 240 DAYS OR MORE (MONTHLY INSTALL- MENTS) OR 270 DAYS OR MORE (OTHER INSTALLMENTS), UP TO 2 YEARS	_____	_____	_____
5.3 IN DEFAULT MORE THAN 2 YEARS, UP TO 5 YEARS	_____	_____	_____
5.4 IN DEFAULT MORE THAN 5 YEARS	_____	_____	_____

COHORT DEFAULT RATE

MY INSTITUTION HAD LESS THAN 30 BORROWERS WHO ENTERED
REPAYMENT IN THE 1997-1998 AWARD YEAR _____ YES _____ NO

SECTION D. INSTITUTIONS WITH 30 OR MORE BORROWERS WHO ENTERED REPAYMENT IN THE 1997-1998 AWARD YEAR:

1.1 NUMBER OF BORROWERS WHO ENTERED REPAYMENT IN 1997-1998 0
1.2 ENTER THE NUMBER OF BORROWERS IN FIELD 1.1 ABOVE WITH LOANS IN DEFAULT BY JUNE 30, 1999 0
1.3 COHORT DEFAULT RATE (FIELD 1.2 /FIELD 1.1 * 100) 0.0

SECTION E. INSTITUTIONS WITH LESS THAN 30 BORROWERS WHO ENTERED REPAYMENT IN THE 1997-1998 AWARD YEAR:

2.1 NUMBER OF BORROWERS WHO ENTERED REPAYMENT IN:	2.2 NUMBER OF BORROWERS WITH LOANS IN DEFAULT BY:
(a) 1995-1996 (07/01/1995 - 06/30/1996) 0	(a) JUNE 30, 1997 (THOSE IN 2.1(a) ONLY) 0
(b) 1996-1997 (07/01/1996 - 06/30/1997) 0	(b) JUNE 30, 1998 (THOSE IN 2.1(b) ONLY) 0
(c) 1997-1998 (07/01/1997 - 06/30/1998) 0	(c) JUNE 30, 1999 (THOSE IN 2.1(c) ONLY) 0

2.3 TOTAL NUMBER OF BORROWERS WHO ENTERED REPAYMENT DURING THE THREE YEARS (2.1(a) + 2.1(b) + 2.1(c)) 0
2.4 TOTAL NUMBER OF BORROWERS WITH LOANS IN DEFAULT (2.2(a) + 2.2(b) + 2.2(c)) 0
2.5 COHORT DEFAULT RATE (FIELD 2.4 /FIELD 2.3 * 100) 0.0

FISCAL OPERATIONS REPORT, PART IV

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

PART IV. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) PROGRAM
FOR AWARD YEAR JULY 1, 1998 THROUGH JUNE 30, 1999

SECTION A. FEDERAL FUNDS AUTHORIZED FOR FSEOG

1. FINAL ADJUSTED FSEOG AUTHORIZATION \$ _____

SECTION B. FEDERAL FUNDS AVAILABLE FOR FSEOG EXPENDITURES

2. FWS FUNDS TRANSFERRED TO AND SPENT IN FSEOG + \$ _____

3. FEDERAL PERKINS FCC FUNDS TRANSFERRED TO
AND SPENT IN FSEOG + \$ _____

4. 1999-2000 FUNDS CARRIED BACK AND SPENT IN 1998-1999 + \$ _____

5. ADDITIONAL 1999-2000 FUNDS CARRIED BACK AND SPENT FOR SUMMER
ENROLLMENT THROUGH JUNE 30, 1999 + \$ _____

6. 1998-1999 FUNDS CARRIED FORWARD TO BE SPENT IN 1999-2000 - \$ _____

7. FEDERAL FUNDS AVAILABLE FOR FSEOG (FIELDS 1 + 2 + 3 + 4 + 5 - 6) \$ _____

SECTION C. FUNDS TO FSEOG RECIPIENTS

8. TOTAL FUNDS TO FSEOG RECIPIENTS (FIELDS 9 + 10) \$ _____

9. NON-FEDERAL SHARE OF FUNDS TO FSEOG RECIPIENTS
(25% OF FIELD 8) \$ _____

a. CASH OUTLAY CONTRIBUTED \$ _____

b. OTHER INSTITUTIONAL RESOURCES DESIGNATED \$ _____

SECTION D. FEDERAL FUNDS SPENT FOR FSEOG PROGRAM

10. FEDERAL SHARE OF FUNDS TO FSEOG RECIPIENTS
(75% OF FIELD 8) \$ _____

11. ADMINISTRATIVE COST ALLOWANCE CLAIMED + \$ _____

12. FEDERAL FUNDS SPENT FOR FSEOG (FIELDS 10 + 11) \$ _____

SECTION E. USE OF FEDERAL FSEOG AUTHORIZATION

13. EXPENDED FSEOG AUTHORIZATION (FIELDS 6 + 12 - 2 - 3 - 4 - 5) \$ _____

14. UNEXPENDED FSEOG AUTHORIZATION (FIELD 1 - FIELD 13)
(CANNOT BE NEGATIVE) \$ _____

SECTION F. MISCELLANEOUS INFORMATION

15. PRIOR YEAR RECOVERIES

(a)	1997-1998	\$	_____
(b)	1996-1997	\$	_____
(c)	1995-1996	\$	_____
(d)	1994-1995	\$	_____
(e)	1993-1994	\$	_____

FISCAL OPERATIONS REPORT, PART V

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

PART V. FEDERAL WORK-STUDY (FWS) PROGRAM
FOR AWARD YEAR JULY 1, 1998 THROUGH JUNE 30, 1999

SECTION A. FEDERAL FUNDS AUTHORIZED FOR FWS

1. FINAL ADJUSTED FWS AUTHORIZATION \$ _____

SECTION B. FEDERAL FUNDS AVAILABLE FOR FWS EXPENDITURES

2. FEDERAL PERSONS FOC FUNDS TRANSFERRED TO AND SPENT IN FWS + \$ _____
3. FWS FUNDS TRANSFERRED TO AND SPENT IN FSEOG - \$ _____
4. 1999-2000 FUNDS CARRIED BACK AND SPENT IN 1998-1999 + \$ _____
5. ADDITIONAL 1999-2000 FUNDS CARRIED BACK AND SPENT FOR 1999 SUMMER EMPLOYMENT + \$ _____
6. 1997-1998 FUNDS CARRIED FORWARD AND SPENT IN 1998-1999 + \$ _____
7. 1998-1999 FUNDS CARRIED FORWARD TO BE SPENT IN 1999-2000 - \$ _____
8. 1998-1999 FUNDS CARRIED BACK AND SPENT IN 1997-1998 - \$ _____
9. ADDITIONAL 1998-1999 FUNDS CARRIED BACK AND SPENT FOR 1998 SUMMER EMPLOYMENT - \$ _____
10. TOTAL FUNDS AVAILABLE FOR 1998-1999 (FIELDS 1 + 2 - 3 + 4 + 5 + 6 - 7 - 8 - 9) \$ _____

SECTION C. TOTAL COMPENSATION FOR FWS

11. TOTAL EARNED COMPENSATION FOR FWS PROGRAM \$ _____
 a. ON-CAMPUS EXPENDITURES \$ _____
 b. OFF-CAMPUS EXPENDITURES AT PUBLIC OR PRIVATE NON-PROFIT AGENCIES \$ _____
 c. OFF-CAMPUS EXPENDITURES IN THE PRIVATE (FOR PROFIT) SECTOR \$ _____
12. TOTAL INSTITUTIONAL SHARE OF EARNED COMPENSATION (SEE INSTRUCTIONS) \$ _____

SECTION D. FUNDS SPENT FROM FEDERAL SHARE OF FWS

13. TOTAL FEDERAL SHARE OF FWS EARNED COMPENSATION \$ _____
 a. COMPENSATION AT FEDERAL SHARE NOT TO EXCEED 75% (UNLESS WAIVER APPLIES) \$ _____
 b. OFF-CAMPUS PRIVATE (FOR PROFIT) SECTOR COMPENSATION AT FEDERAL SHARE NOT TO EXCEED 50% \$ _____
14. ADMINISTRATIVE COST ALLOWANCE CLAIMED + \$ _____
15. FEDERAL SHARE OF JOB LOCATION AND DEVELOPMENT PROGRAM EXPENDITURES + \$ _____
16. TOTAL FEDERAL FUNDS SPENT FOR FWS (SUM OF FIELDS 13 THROUGH 15) \$ _____

FISCAL OPERATIONS REPORT, PART V

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

SECTION E. USE OF FEDERAL FWS AUTHORIZATION

17. EXPENDED FWS AUTHORIZATION (FIELDS 3 + 7 + 8 + 9 + 16) MINUS (FIELDS 2 + 4 + 5 + 6) \$ _____
18. UNEXPENDED FWS AUTHORIZATION (FIELD 1 - FIELD 17) \$ _____

SECTION F. MISCELLANEOUS INFORMATION

19. PRIOR YEAR RECOVERIES
(a) 1997-1998 \$ _____
(b) 1996-1997 \$ _____
(c) 1995-1996 \$ _____
(d) 1994-1995 \$ _____
(e) 1993-1994 \$ _____

SECTION G. INFORMATION ABOUT THE JOB LOCATION AND DEVELOPMENT PROGRAM (JLD)

20. TOTAL EXPENDITURES FOR THE JOB LOCATION AND DEVELOPMENT PROGRAM \$ _____
21. INSTITUTIONAL EXPENDITURES FOR THE JLD PROGRAM (SEE INSTRUCTIONS) \$ _____
22. NUMBER OF STUDENTS FOR WHOM JOBS WERE LOCATED OR DEVELOPED _____
23. TOTAL EARNINGS OF THE STUDENTS IN FIELD 22 ABOVE \$ _____

SECTION H. INFORMATION ABOUT FWS COMMUNITY SERVICE ACTIVITIES

24. NUMBER OF STUDENTS IN COMMUNITY SERVICE EMPLOYMENT _____
25. FEDERAL SHARE OF COMMUNITY SERVICE EARNED COMPENSATION \$ _____
26. NON-FEDERAL SHARE OF COMMUNITY SERVICE EARNED COMPENSATION \$ _____

SECTION I. INFORMATION ABOUT FWS READING TUTORS OF CHILDREN AND TUTORS IN FAMILY LITERACY PROGRAMS

27. NUMBER OF STUDENTS EMPLOYED AS FWS READING TUTORS OF CHILDREN AND TUTORS IN FAMILY LITERACY PROGRAMS _____
28. FEDERAL SHARE OF EARNED COMPENSATION FOR FWS READING TUTORS OF CHILDREN AND TUTORS IN FAMILY LITERACY PROGRAMS \$ _____
29. TOTAL EARNED COMPENSATION FOR FWS READING TUTORS OF CHILDREN AND TUTORS IN FAMILY LITERACY PROGRAMS \$ _____

FISCAL OPERATIONS REPORT, PART VI

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

PART VI. PROGRAM SUMMARY FOR AWARD YEAR JULY 1, 1998 THROUGH JUNE 30, 1999

SECTION A. DISTRIBUTION OF PROGRAM RECIPIENTS AND EXPENDITURES BY TYPE OF STUDENT

TAXABLE & UNTAXED INCOME CATEGORY STUDENT TYPE	FEDERAL PERKINS LOAN		F S E O G		F W S		(G) UNDUPLICATED
	(A) RECIPIENTS	(B) FUNDS	(C) RECIPIENTS	(D) FUNDS	(E) RECIPIENTS	(F) FUNDS	RECIPIENTS
UNDERGRADUATE DEPENDENT							
1. \$ 0 - \$ 5,999	_____	_____	_____	_____	_____	_____	_____
2. \$ 6,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
3. \$12,000 - \$23,999	_____	_____	_____	_____	_____	_____	_____
4. \$24,000 - \$29,999	_____	_____	_____	_____	_____	_____	_____
5. \$30,000 - \$41,999	_____	_____	_____	_____	_____	_____	_____
6. \$42,000 - \$59,999	_____	_____	_____	_____	_____	_____	_____
7. \$60,000 AND OVER	_____	_____	_____	_____	_____	_____	_____
UNDERGRADUATE INDEPENDENT							
8. \$ 0 - \$ 1,999	_____	_____	_____	_____	_____	_____	_____
9. \$ 2,000 - \$ 3,999	_____	_____	_____	_____	_____	_____	_____
10. \$ 4,000 - \$ 7,999	_____	_____	_____	_____	_____	_____	_____
11. \$ 8,000 - \$11,999	_____	_____	_____	_____	_____	_____	_____
12. \$12,000 - \$15,999	_____	_____	_____	_____	_____	_____	_____
13. \$16,000 - \$19,999	_____	_____	_____	_____	_____	_____	_____
14. \$20,000 AND OVER	_____	_____	_____	_____	_____	_____	_____
15. GRADUATE/PROFESSIONAL	_____	_____	DOES NOT APPLY	DOES NOT APPLY	_____	_____	_____
16. T O T A L	_____	_____	_____	_____	_____	_____	_____
17. TOTAL LESS THAN FULL TIME STUDENTS	_____	_____	_____	_____	_____	_____	_____
18. TOTAL "AUTOMATIC" ZERO EFC STUDENTS	_____	_____	_____	_____	_____	_____	_____

FISCAL OPERATIONS REPORT, PART VI

NAME OF INSTITUTION: _____ DUNS # _____
STATE: _____

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Section B. Calculating the Administrative Cost Allowance

STEP 1 Calculate the amount spent in 1998-1999 on which the Administrative Cost Allowance is based:

- | | |
|--|------------|
| 1. Total compensation in FWS (amount from Part V, Section C, FIELD 11) | \$ _____ |
| 2. Amount of Federal Perkins Loan funds advanced to students
(amount from Part III, Section B, FIELD 5) | + \$ _____ |
| 3. Total funds to FSEOG recipients
(amount from Part IV, Section C, FIELD 8) | + \$ _____ |
| 4. TOTAL Amount Spent (FIELDS 1 + 2 + 3) | \$ _____ |

STEP 2 Calculate the Administrative Cost Allowance (Complete only ONE subsection):

Institutions whose total amount spent was \$2,750,000 OR LESS

- | | |
|--|----------|
| 5. Enter total amount spent (FIELD 4) | \$ _____ |
| 6. Multiply | x 0.05 |
| 7. TOTAL Administrative Cost Allowance
(GO TO STEP 3) | \$ _____ |

Institutions whose total amount spent was MORE THAN \$2,750,000 but LESS THAN \$5,500,000

- | | |
|---|----------------|
| 8. Enter total amount spent (FIELD 4) | \$ N / A |
| 9. Subtract | - \$ 2,750,000 |
| 10. Expenditures over \$2,750,000 (FIELD 8 - FIELD 9) | \$ N / A |
| 11. Multiply | x 0.04 |
| 12. Administrative Cost Allowance on expenditures over
\$2,750,000 (FIELD 10 x FIELD 11) | \$ N / A |
| 13. Add Administrative Cost Allowance on expenditures of
\$2,750,000 | + \$ 137,500 |
| 14. TOTAL Administrative Cost Allowance (FIELD 12 + FIELD 13)
(GO TO STEP 3) | \$ N / A |

Institutions whose total amount spent was \$5,500,000 OR MORE

- | | |
|---|----------------|
| 15. Enter total amount spent (FIELD 4) | \$ N / A |
| 16. Subtract | - \$ 5,500,000 |
| 17. Expenditures over \$5,500,000 (FIELD 15 - FIELD 16) | \$ N / A |
| 18. Multiply | x 0.03 |
| 19. Administrative Cost Allowance on expenditures over
\$5,500,000 (FIELD 17 x FIELD 18) | \$ N / A |
| 20. Add Administrative Cost Allowance on expenditures
of \$5,500,000 | + \$ 247,500 |
| 21. TOTAL Administrative Cost Allowance (FIELD 19 + FIELD 20)
(GO TO STEP 3) | \$ N / A |

STEP 3 Decide how much Administrative Cost Allowance the Institution claimed:

- | | |
|---|----------|
| 22. How much Administrative Cost did the Institution claim
(The amount may be the same or less than the amount calculated in Step 2) | \$ _____ |
| 23. How much Administrative Cost did the institution claim in each program ? | |
| a. Federal Perkins loan (must be same as Part III, Sect. B, FIELD 6) | \$ _____ |
| b. FSEOG (must be the same as Part IV, Section D, FIELD 11) | \$ _____ |
| c. FWS (must be the same as Part V, Section D, FIELD 14) | \$ _____ |